

Position Action Create

PP03

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/7/04	A Farrell	Script standards
05/25/2005	Dorie Schmeling	Added note to step 35.
6/10/2005	Sherrie Ilg	SME Review
6/22/2005	Heather Hanson	Training Review
7/7/2005	Dorie Schmeling	Edits
7/7/2005	Sherrie Ilg	SME Approval
11/29/05	Chylynn Hansel	Edits
12/13/2005	Chylynn Hansel	Edits
2/28/06	Chylynn Hansel	Edits
3/9/06	Chylynn Hansel	Edits

Purpose

Use this procedure to create a Position and established the Position attributes.

Trigger

Perform this procedure when a new Position is established.

Prerequisites

- The Job, Organizational Unit, and Parent Position to assign to the Position must be established.

Menu Path

- Human Resources → Organizational Management → Tools → Object → Actions










Transaction Code

PP03

Helpful Hints

The Organizational Management Processor will perform this to create a new position and its characteristics.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PP03**.

Maintain Plan Data: Execute Actions

Plan version 01 Current plan

Object type ☒

Object ID

Object abbr.

Planning Status ☒

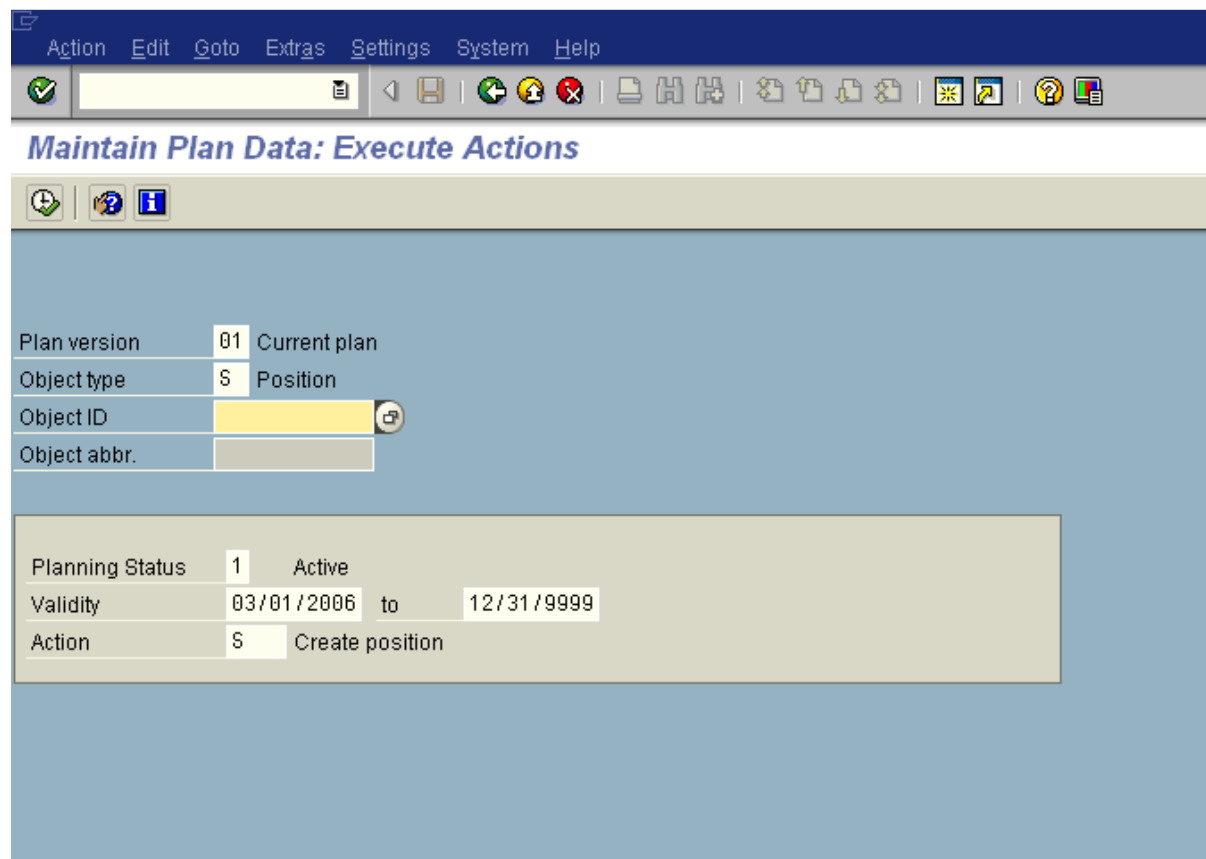
Validity 03/09/2006 to 12/31/9999

Action ☒

2. Complete the following fields:


Field Name	R/O/C	Description
Object Type	R	A type of object, such as position, job, or organization unit. Example: S Position
Planning Status	R	Used to define if the object being created is Active, Planned, Submitted, Approved, or Rejected. In Release 1, all objects are created as Active. Example: 1 Active
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. Example: 10/17/2004 to 12/31/9999
Action	R	This group's infotypes according to business needs. Example: S Create position

Maintain Plan Data: Execute Actions



Plan version 01 Current plan

Object type S Position


Object ID 

Object abbr.

Planning Status 1 Active


Validity 03/01/2006 to 12/31/9999

Action S Create position

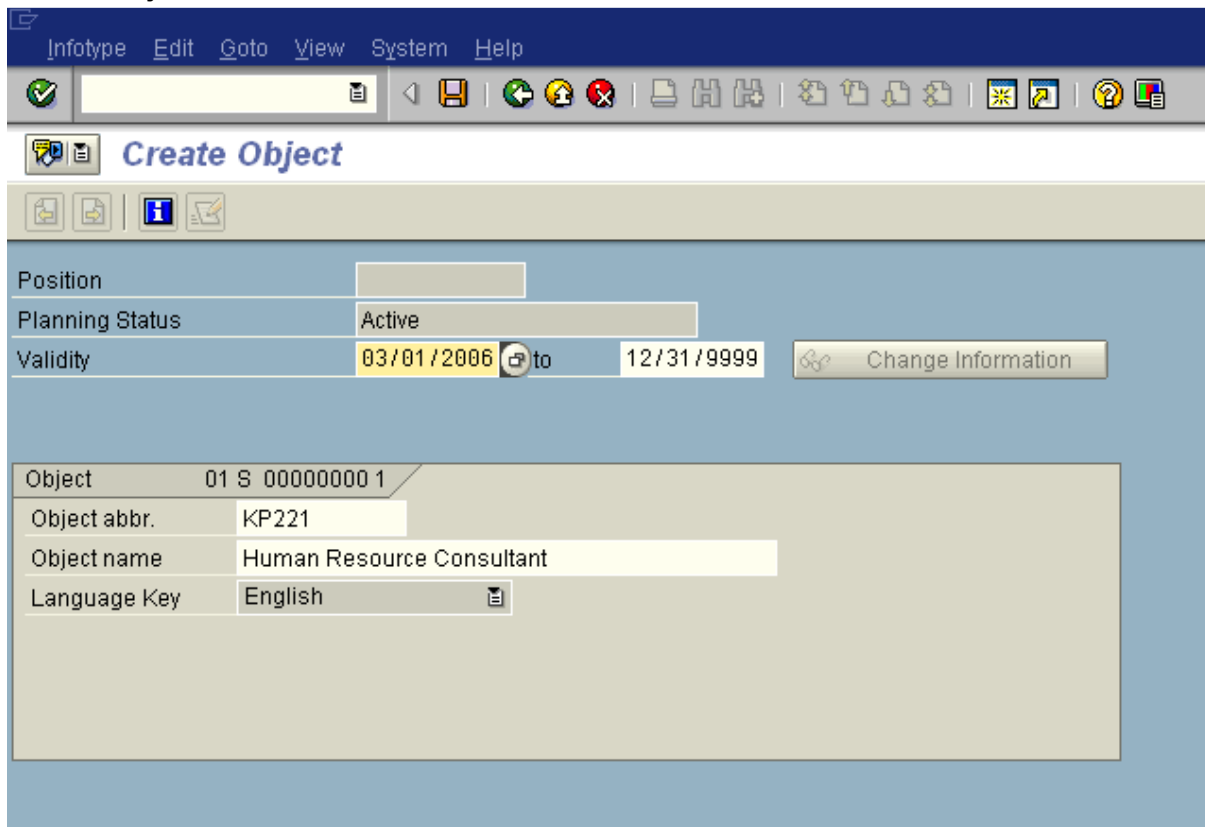
3. Click  (Execute) to execute the process.

Create Object

4. Complete the following fields:

Field Name	R/O/C	Description
Object abbr.	R	<p>The abbreviation (up to 5 characters) that represents the position.</p> <p> This field has an interface with PAY1. The system will let you enter more than 5 characters but PAY1 will allow only 5. Pay1 position numbers will convert in to this field.</p> <p>Example: KP221</p>
Object name	R	<p>The working title or name of the position (up to 40 characters).</p> <p>Example: Human Resource Consultant</p>

Create Object



Position

Planning Status

Validity to

Object 01 S 00000000 1

Object abbr.

Object name



Language Key

5. Click  (Save) to save.

Essential relationship Relationships


Infotype Edit Goto Extras View System Help
 Allowed relationships
 Position KP221 Human Resource Consultant
 Planning Status Active
 Validity 03/01/2006 to 12/31/9999 Change Information
 Relationships 01 S 60009928 1
 Relationship type/relationship A 003 Belongs to
 Related object
 Type of related object Organizational unit
 ID of related object
 Abbreviation
 Name
 Priority

6. Complete the following fields:

Field Name	R/O/C	Description
ID of related object	R	<p>The system-assigned number of an Organizational Unit to which the Position is related.</p> <p>Example: 60004464</p> <p> In the ID of related object field, click  (Matchcode) and use Structure Search to acquire the ID if you do not know the ID.</p>



Leave Priority field blank.

7. Click  (Enter) to validate the information.

State of Washington HRMS

Essential relationship Relationships

Infotype Edit Goto Extras View System Help

Essential relationship Relationships

Allowed relationships

Position KP221 Human Resource Consultant

Planning Status Active

Validity 03/01/2006 to 12/31/9999 [Change Information](#)

Relationships 01 S 60009928 1

Relationship type/relationship A 003 Belongs to

Related object

Type of related object Organizational unit

ID of related object 60004464

Abbreviation 2001

Name Admin

Priority

8. Click  (Save) to save.

Essential relationship Relationships

Infotype Edit Goto Extras View System Help

Essential relationship Relationships

Position KP221 Human Resource Consultant

Planning Status Active

Validity 03/01/2006 to 12/31/9999 [Change Information](#)

Relationships 01 S 60009928 1

Relationship type/relationship B 007 Is described by

Related object

Type of related object Job

ID of related object


Abbreviation

Name

Priority


Weighting %

9. Complete the following fields:

Field Name	R/O/C	Description
ID of related object	R	<p>The system-assigned job number.</p> <p>Example: 60000005</p> <p> The system will ask for ID of related object input for the Job, the Organization Unit, and the Position, using the same input fields on this screen.</p>



Leave the Priority and Weighting fields blank.

10. Click  (Enter) to validate the information.

Essential relationship Relationships

Infotype Edit Goto Extras View System Help

Essential relationship Relationships

Allowed relationships

Position KP221 Human Resource Consultant

Planning Status Active

Validity 03/01/2006 to 12/31/9999 [Change Information](#)

Relationships 01 S 60009928 1

Relationship type/relationship B 007 Is described by

Related object

Type of related object Job


ID of related object 600000005

Abbreviation HRC2

Name Human Resources Consultant 2

Priority

Weighting %

11. Click  (Save) to save.

Create Relationships

Create Relationships

Position: KP221 Human Resource Consultant

Planning Status: Active

Validity: 03/01/2006 to 12/31/9999 [Change Information](#)

Relationships: 01 S 60009928 1

Relationship type/relationship: A 002 Reports (line) to

Related object:

Type of related object: Position



ID of related object:


Abbreviation:

Name:

Priority:

12. Complete the following fields:

Field Name	R/O/C	Description
ID of related object	R	<p>This is the system-assigned number of the Parent Position.</p> <p>Example: 60000390</p> <p> In the ID of related object field, click  (Matchcode) and use Structure Search to acquire the ID.</p>

13. Click  (Enter) to validate the information.

Create Relationships

Infotype Edit Goto Extras View System Help

Create Relationships

Allowed relationships

Position KP221 Human Resource Consultant

Planning Status Active

Validity 03/01/2006 to 12/31/9999 [Change Information](#)

Relationships 01 S 60009928 1

Relationship type/relationship A 002 Reports (line) to

Related object


Type of related object Position

ID of related object 60004595

Abbreviation 3056

Name HR Consult

Priority

14. Click  (Save) to save.

Create Description

Infotype Edit Goto View System Help

Create Description

Position KP221 Human Resource Consultant

Planning Status Active

Validity 03/01/2006 to 12/31/9999 [Change Information](#)

Description 01 S 60009928 1

Subtype General description


Language English

Description

* Li 2, Co 1 Ln 1 - Ln 10 of 21 lines

15. Complete the following fields:

Field Name	R/O/C	Description
Subtype	O	The list of applicable subtypes for this position. Example: <ul style="list-style-type: none">• General Description• In Training• JVAC Points• Shift Designation• MSS Req: Notification ID
Description	O	The text field for entering a detailed description for the selected subtype.

16. Click  (Enter) to validate the information.


Create Description

The screenshot displays the 'Create Description' window in SAP. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into sections. The first section contains fields for 'Position' (KP221), 'Planning Status' (Active), and 'Validity' (03/01/2006 to 12/31/9999). A 'Change Information' button is located to the right of the validity field. The second section is titled 'Description' and contains a 'Subtype' field (General description) and a 'Language' field (English). Below these fields is a large text area for the description, which currently contains the text 'General Description - This is agency specific.' At the bottom of the text area, there is a status bar showing '* Li 1, Co 47' and 'Ln 1 - Ln 10 of 18 lines'.

17. Click  (Save) to save.



Repeat Steps 15 and 16 to enter descriptions for any Position Subtypes.

Click cancel  to bypass any unnecessary description subtypes, for example: In Training, JVAC Points, and/or Shift Designation. These subtypes are optional.

Essential relationship Employee Group/Subgroup


The screenshot shows the SAP 'Essential relationship Employee Group/Subgroup' screen. The interface includes a menu bar (Infotype, Edit, Goto, View, System, Help) and a toolbar with various icons. The main data area contains the following fields:

- Position:** KP221 Human Resource Consultant
- Planning Status:** Active
- Validity:** 03/01/2006 To 12/31/9999
- Employee Group/Subgroup:** 01 S 60009928 1
- Employee group:** (empty field)
- EE subgroup:** (empty field)

There is a 'Change Information' button and a green checkmark icon in the top left corner of the data area.

18. Complete the following fields:

Field Name	R/O/C	Description
Employee group	R	The employee status designation. Example: Permanent
EE subgroup	R	The employee payroll or time rules designation. Example: M-OT Elig>40hrs/wk

19. Click  (Enter) to validate the information.

Essential relationship Employee Group/Subgroup

The screenshot shows the SAP Position Action Create - Essential relationship Employee Group/Subgroup screen. The interface includes a menu bar with 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu bar is a toolbar with various icons for navigation and actions. The main content area displays the following information:

Position	KP221	Human Resource Consultant
Planning Status	Active	
Validity	03/01/2006 To 12/31/9999	Change Information

Below the main content area, there is a section for Employee Group/Subgroup details:

Employee Group/Subgroup	01 S 60009928 1
Employee group	Permanent
EE subgroup	06 M-OT Elig>40hrs/wk

20. Click (Save) to save.



Essential relationship Acct. Assignment Features


The screenshot shows the SAP 'Essential relationship Acct. Assignment Features' form. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area has a title bar 'Essential relationship Acct. Assignment Features'. The form contains the following fields and sections:

- Position:** KP221, Human Resource Consultant
- Planning Status:** Active
- Validity:** 03/01/2006 to 12/31/9999, with a 'Change Information' button.
- Acct. Assignment Features 01 S 60009928 1:**
 - Company Code:** [Empty field]
 - Business Area:** [Empty field]
 - Personnel area:** [Empty field]
 - Pers. subarea:** [Empty field]
- Additional fields:**
 - Budgeted:** [Empty checkbox]
 - Retirement Eligible:** [Empty checkbox]

21. Complete the following fields:

Field Name	R/O/C	Description
Company Code	R	The organizational unit within financial accounting. Select WA01 for all agencies. Example: WA01
Business Area	R	The agency designation. Example: Department of Personnel
Personnel area	R	The specific agency or sub-agency that is organized according to aspects of personnel, time management, and payroll, administratively dividing the organization. Example: 1110

Field Name	R/O/C	Description
Pers. subarea	R	The sub-division of the personnel area which helps define pay scale structures and group employees for payroll and time processing rules. Example: 0001
Budgeted?	R	Denotes if the position has been included within the agency's budget.  Enter X if budgeted, if not leave field blank. Example: X
Retirement Eligible	R	Defines if the position is eligible to receive retirement benefits.  Enter X if budgeted, if not leave field blank. Example: X

22. Click  (Enter) to validate the information.

Essential relationship Acct. Assignment Features

Infotype Edit Goto View System Help
 Essential relationship Acct. Assignment Features


Position: KP221 Human Resource Consultant
 Planning Status: Active
 Validity: 03/01/2006 to 12/31/9999 [Change Information](#)

Acct. Assignment Features 01 S 60009928 1


Company Code	WA01	STATE OF WASHINGTON
Business Area	Department of Personnel	
Personnel area	1110	Dept of Personnel
Pers. subarea	0001	Non Represented
CO Area	WA01	Washington State

Additional fields

Budgeted	X
Retirement Eligible	X

23. Click  (Save) to save.



Compensation will default in from the job. If you need to override the default follow the steps below, if not click  (Save) and continue to **Step 31**.

24. Perform one of the following:

If	Then	Go To
Creating compensation for a position that has a pay grade (i.e., WMS Band)	Click the Pay Grade tab	Step 24

If	Then	Go To
Creating compensation for a position that has a pay scale (i.e., General Government)	Click the Pay scale tab	Step 27

Create Planned Compensation

Essential relationship Planned Compensation

Position: KP221 Human Resource Consultant
 Planning Status: Active
 Validity: 03/01/2006 To 12/31/9999 [Change Information](#)

Planned Compensation 01 S 60009928 1

Pay grade Pay scale Direct


Salary structure data

Ctry Grouping: USA
 Pay grade type:
 Pay grade area:
 Pay grade:
 Pay grade level: To
 Key Date for Display: 03/09/2006

Currency key:
 Pay grade: 0.00 To 0.00
 Reference salary: 0.00
 Time unit:

25. Complete the following fields:

Field Name	R/O/C	Description
Pay grade type	R	The Pay grade type. Example: Non-Represented
Pay grade area	R	The Pay grade area. Example: 02-WMS
Pay grade	R	The Pay grade. Example: Band 2
Pay grade level	R	The Pay grade level. Example: 47,000.00
To	R	The highest level in the pay grade Example: 76,200.00

26. Click  (Enter) to validate the information.

Create Planned Compensation

Infotype Edit Goto Extras View System Help
 Essential relationship Planned Compensation

Position: KP221 Human Resource Consultant
 Planning Status: Active
 Validity: 03/01/2006 To 12/31/9999 [Change Information](#)

Planned Compensation 01 S 60009928 1
 Pay grade Pay scale Direct

Salary structure data
 Ctry Grouping: USA
 Pay grade type: 00 Non-Represented
 Pay grade area: 02 WMS
 Pay grade: BAND 2
 Pay grade level: 02 To 02
 Key Date for Display: 03/09/2006

Currency key: USD United States Dollar
 Pay grade: 48,500.00 To 78,640.00
 Reference salary: 0.00
 Time unit: Annually

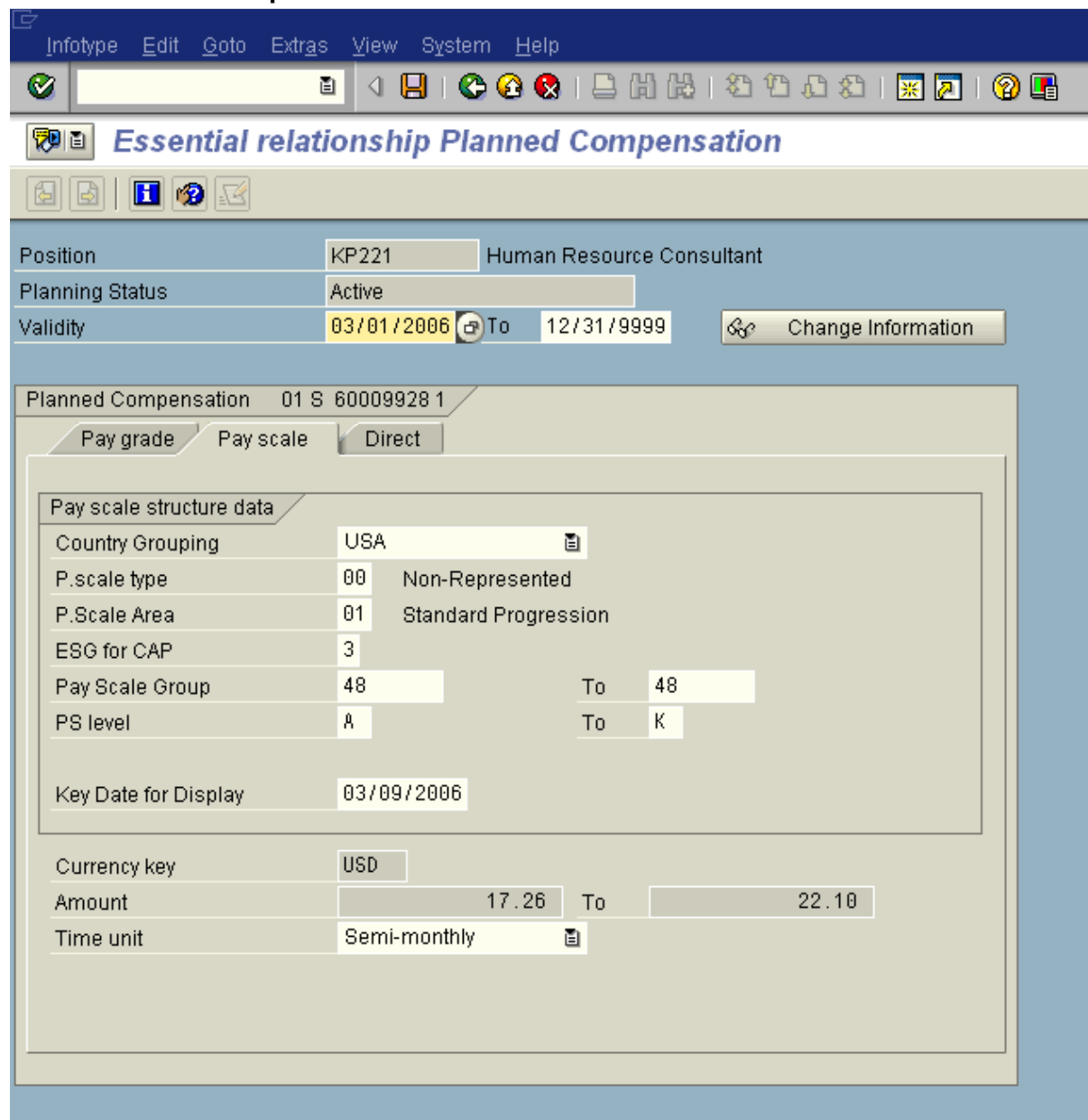
27. Click  (Save).



This is the last step for Pay grade. Go to **Step 31** to finish the procedure.

28. Click [Pay scale](#).

Create Planned Compensation



Infotype Edit Goto Extras View System Help
Essential relationship Planned Compensation

Position: KP221 Human Resource Consultant
 Planning Status: Active
 Validity: 03/01/2006 To 12/31/9999 [Change Information](#)

Planned Compensation 01 S 60009928 1
 Pay grade Pay scale Direct


Pay scale structure data
 Country Grouping: USA
 P.scale type: 00 Non-Represented
 P.Scale Area: 01 Standard Progression
 ESG for CAP: 3
 Pay Scale Group: 48 To 48
 PS level: A To K
 Key Date for Display: 03/09/2006

Currency key: USD
 Amount: 17.26 To 22.10
 Time unit: Semi-monthly

29. Complete the following fields:

Field Name	R/O/C	Description
P.scale type	R	The Pay scale type. Example: 01 - WFSE

Field Name	R/O/C	Description
P.Scale Area	R	The Pay Scale Area. Example: Standard Progression
ESG for CAP	R	The ESG for CAP. Example: 01
Pay Scale Group	R	The Pay Scale Group. Example: 14 - A
To	R	Description of the highest level of the Pay Scale Group. Example: 14 -K

30. Click  (Enter) to validate the information.

31. Click  (Save) to save.

Create Vacancy

Position: KP221 Human Resource Consultant

Planning Status: Active

Validity: 03/01/2006 to 12/31/9999 [Change Information](#)


Vacancy: 01 S 60009928 1

☒ Open ☐ Historical rec.

☐ Vacancy filled

32. Complete the following fields:

Field Name	R/O/C	Description
Vacancy	R	Denotes whether or not the position is filled by one or more employees. Example: Open


33. Click  (Save) to save.

The screenshot shows the SAP 'Essential relationship Work Schedule' screen. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Position:** KP221 Human Resource Consultant
- Planning Status:** Active
- Validity:** 03/01/2006 to 12/31/9999
- Buttons:** Change Information
- Work Schedule:** 01 S 60009928 1
- Work schedule:**
 - Basic work hours:** Monthly
 - Hours per day:** 0.00
 - Hours per week:** 0.00
 - Hours per month:**
 - Hours per year:** 0.00
 - Percentage:** %
 - Defaults:** Button

34. Complete the following fields:

Field Name	R/O/C	Description
Percentage	R	The percentage indicates whether a position is full- or part-time. Example: 100

35. Click  (Enter) to validate the information.

Essential relationship Work Schedule

Infotype Edit Goto View System Help

Essential relationship Work Schedule

Position KP221 Human Resource Consultant
Planning Status Active
Validity 03/01/2006 to 12/31/9999 [Change Information](#)

Work Schedule 01 S 60009928 1

Work schedule

Basic work hours	Monthly
Hours per day	8.00
Hours per week	40.00
Hours per month	173.60
Hours per year	2,080.00
Percentage	100.00 %

[Defaults](#)

36. Click  (Save) to save.

Essential relationship Cost Distribution

Position: KP221 Human Resource Consultant

Planning Status: Active

Start Date: 03/01/2006 To 12/31/9999 [Change Information](#)

Cost Distribution 01 S 60009928 1

Master cost center 1110000000 MISSING_DEFAULT_JS

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of al

Entry 1 of 0


37. Complete the following fields:

Field Name	R/O/C	Description
CO	R	CO represents the controlling area. It is an organizational unit within financial accounting. It will be WA01 for all agencies. Example: WA01
Cost ctr	R	The Cost Center is the Organizational Index. The code calculation is: Agency business area + AFRS Org Index + 000. Example: 111ACLR000

Field Name	R/O/C	Description
Pct.	R	The percent of time for each Cost Distribution. If there are multiple cost distributions on a position, they must total 100%. Example: 100
Fund	R	The Fund is the Fund and Appropriation Index. The code calculation is: Agency Business Area + AFRS Fund + AFRS Appropriation Index + 0 Example: 1114155010
Functional Area	R	The Functional area is the Program Index. The code calculation is: Agency Business Area + AFRS Program Index + 00000000 Example: 111AC11A00000000
Cost Object	R	The Cost Object is the Master Index. The code calculation is: Agency Business Area + AFRS Master Index + 0. Example: 111D1BLUSYA0
AFRS Project	R	The AFRS Project is the Project/Sub Project/Phase. The code calculation is: Agency Business Area + AFRS Project + AFRS Sub Project + AFRS Project Phase. Example: 1110000000

38. Perform one of the following:

If	Then
The position has more than one cost center associated with it	Repeat step 74 for each cost center.
The position has only one cost center	Go to the next step.

39. Click  (Enter) to validate the information.

Essential relationship Cost Distribution

Position KP221 Human Resource Consultant

Planning Status Active


Start Date 03/01/2006 To 12/31/9999 [Change Information](#)

Cost Distribution 01 S 60009928 1

Master cost center 1110000000 MISSING_DEFAULT_JS

CO...	Cost ctr	Order	WBS element	Name	Pct.	Name of a
WA01	111ACLR000				100	

New entries Entry 1 of 0

40. Click  (Save) to save.

Create Address

Create Address

Position: KP221 Human Resource Consultant
 Planning Status: Active
 Validity: 03/01/2006 to 12/31/9999 [Change Information](#)


Address: 01 S 60009928 1
 Subtype: Main address

Address suppl.
 House No/Street House number
 Street
 PCode/City ☒
 Country ☒
 Region

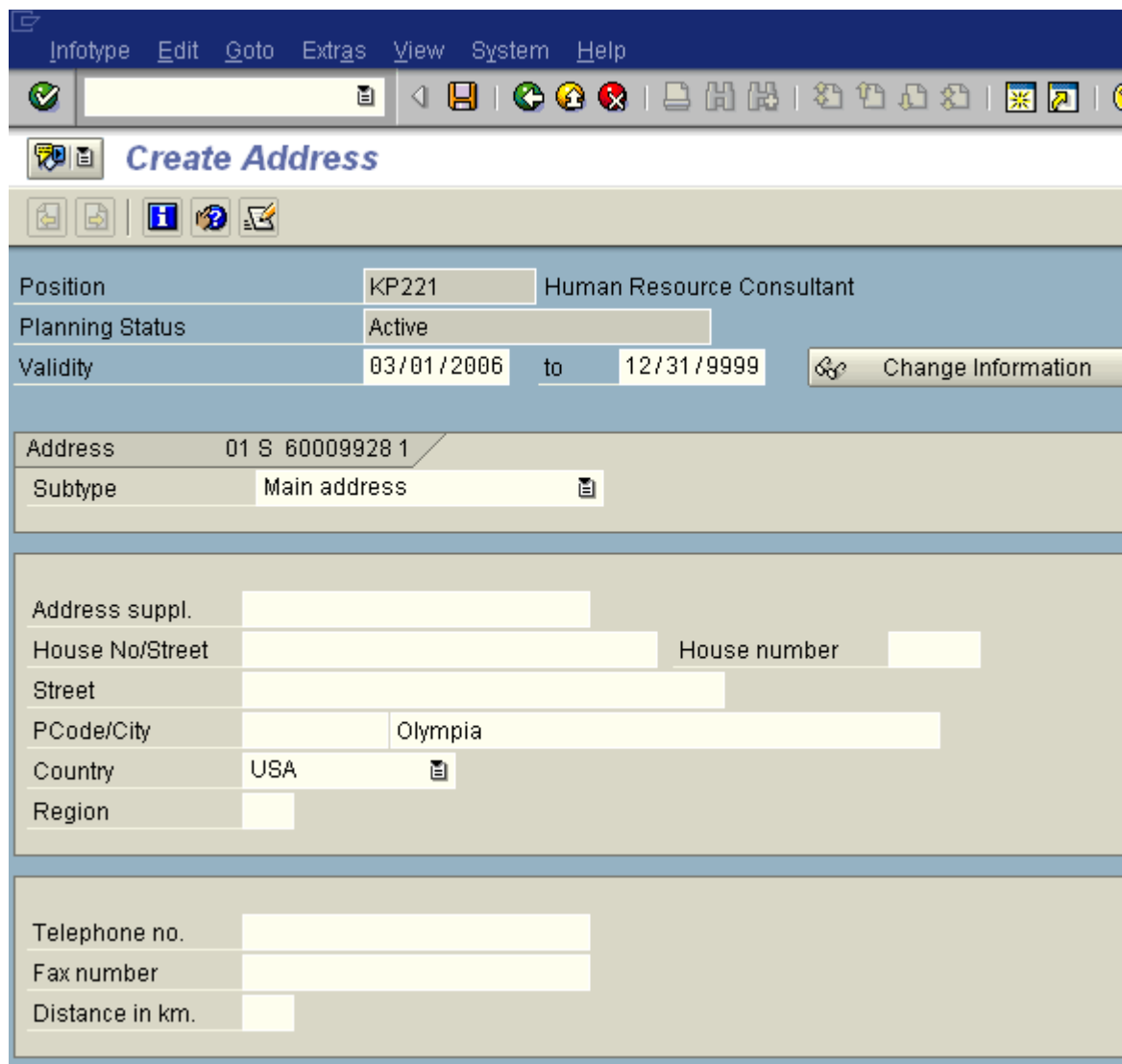
Telephone no.
 Fax number
 Distance in km.

41. Complete the following fields:













Field Name	R/O/C	Description
City	R	This is the specific city in which the position resides or works depending on the usage. Example: Olympia
Country	R	Country will be the USA for all HRMS actions. Example: USA


42. Click  (Enter) to validate the information.






Create Address



Infotype Edit Goto Extras View System Help

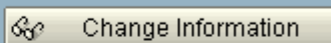
           

 **Create Address**


    


Position KP221 Human Resource Consultant



Planning Status Active


Validity 03/01/2006 to 12/31/9999 



Address 01 S 60009928 1


Subtype Main address 


Address suppl. 


House No/Street  House number 


Street 


PCode/City  Olympia 

Country USA 

Region 

Telephone no. 


Fax number 


Distance in km. 


43. Click  (Save) to save.

Essential relationship Job Attributes

InfotypeEditGotoViewSystemHelp



 **Essential relationship Job Attributes**



Position	KP221	Human Resource Consultant
Planning Status	Active	
Start Date	03/01/2006	to 12/31/9999

Change Information

Job Attributes01 S 60009928 1

RIF Attributes

Competitive Area	
Competitive Level	

Security

Position Sensitivity	
Security Clearance	

Duty Station

Country/State		Duty Station
County		
City		



Other Federal Position Attributes


Position Occupied	
Financial Statements	

Drug Screening

<input type="checkbox"/> Drug Test Designated Position
--

44. Complete the following fields:

Field Name	R/O/C	Description
County	R	<p>The county in which the position resides or works, depending on the usage.</p> <p> You must use  to search for the county. You will receive an error if you only enter the number into the field.</p> <p>Example: 34</p>

45. Click  (Enter) to validate the information.

Essential relationship Job Attributes

Infotype Edit Goto View System Help

Essential relationship Job Attributes

Position KP221 Human Resource Consultant
 Planning Status Active
 Start Date 03/01/2006 to 12/31/9999 [Change Information](#)

Job Attributes 01 S 60009928 1


RIF Attributes
 Competitive Area
 Competitive Level

Security
 Position Sensitivity
 Security Clearance

Duty Station
 Country/State WA Washington
 County 34 Thurston County
 City
 Duty Station WA 34

Other Federal Position Attributes
 Position Occupied
 Financial Statements

Drug Screening
☐ Drug Test Designated Position

46. Click  (Save) to save.



The system displays the message, "Record was created."

You have completed this transaction.

Result

You have created a new position.



If the position requires HRMS access, notify the Security Authorization Administrator of the Role(s) and Structure Profile for this position.